



## GTCC Email Reminders



### Introduction

The Citibank feed contains ALL transactions, both DTS and MyTravel (SAP Concur). Any time a traveler uses the GTCC, transactions will show up in MyTravel, even when the traveler is using DTS for travel. As a result, DTS travelers who may have never used MyTravel will receive these emails when using their GTCC.

### Email Reminder: “MyTravel: Outstanding Credit Card Transactions”

- Reminder sent for available GTCC transactions to be assigned to an expense report

- **Three ways to stop the emails:**

1. Assign the transaction to an expense report if it's a valid MyTravel travel transaction

**It takes 2-5 business days for GTCC transactions to appear**

2. \*Turn OFF “New company card transactions arrive” emails, under your Expense Preferences in your Profile Settings (steps outlined below)

**\*CONSIDER THIS:** Users may find that as they travel more in MyTravel, and less in DTS, that these emails are very convenient. A cool feature that lets you know when your transactions are ready to expense!

3. Delete/Hide DTS travel transactions as they arrive (steps outlined below)

**MYTH:** Deleted transactions are gone forever

**FACT:** Deleted transactions remain in Citibank and MyTravel and can be restored by the Travel Manager

### System-Generated Email: “User Name has received new Company Card Transactions”

- System generated for all new GTCC transactions, regardless of travel system used
- Currently cannot opt out or turn off; the MyTravel team is reviewing as a user story
- Delete/Hide your DTS transactions (steps outlined below)

### Do Not Delete/Hide Meals

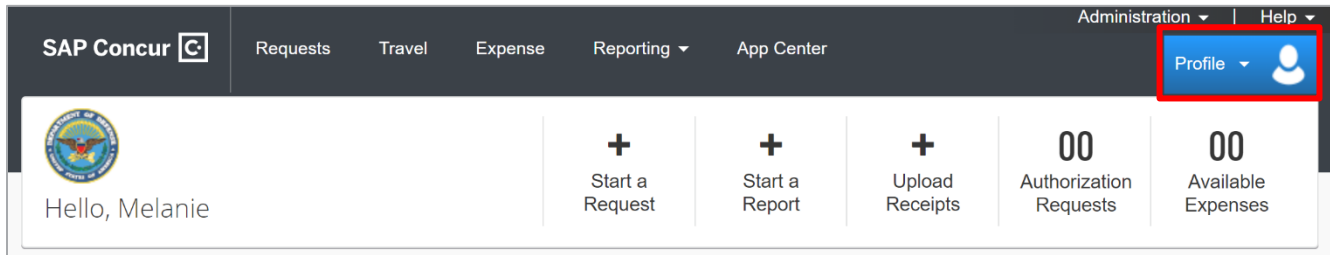
- Assign your meal transactions along with all your official travel expenses to your report
- Meals are reimbursed through M&IE, so the expense is auto-marked PERSONAL and grayed out
- “PERSONAL” means no additional money is reimbursed for that meal
- Just like DTS, if you need to redirect money to your GTCC from your EFT, you can “redirect funds” on the expense report header (steps outlined below)

#### DID YOU KNOW?

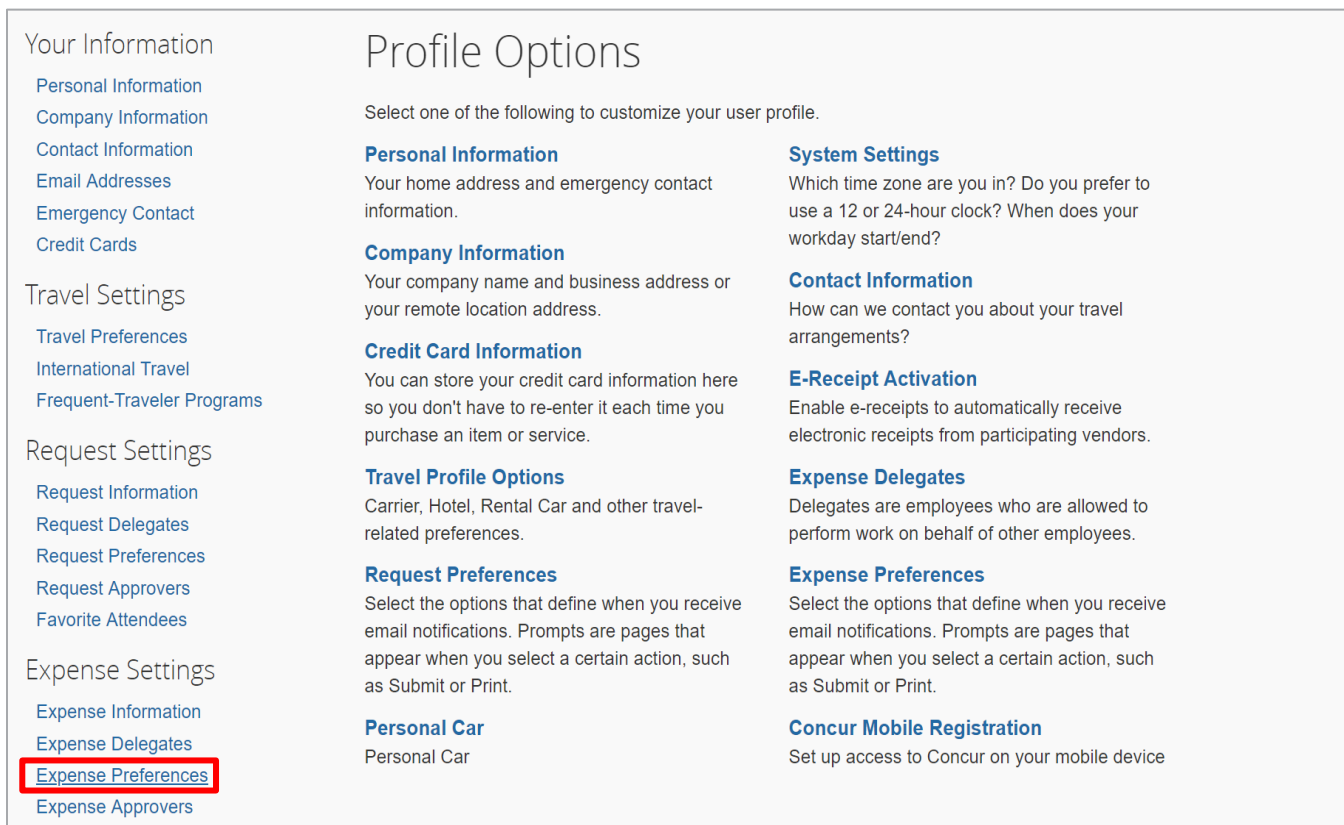
Approving Officials can change the LOA on a request themselves!  
**IMPORTANT: Verify funds in the new LOA's budget before approving.**

## Profile Settings: Turning OFF GTCC Emails

### 1. Click on your Profile



### 2. Under your Profile Settings, click Expense Preferences



3. Uncheck the box next to “New Company card transactions arrive”

Your Information

Personal Information

Company Information

Contact Information

Email Addresses

Emergency Contact

Credit Cards

Travel Settings

Travel Preferences

International Travel

Frequent-Traveler Programs

Request Settings

Request Information

Request Delegates

Request Preferences

Request Approvers

Favorite Attendees

## Expense Preferences

Save Cancel

Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

Send email when...

☒ The status of an expense report changes

☐ **New company card transactions arrive**

☒ Faxed receipts are successfully received

☒ An expense report is submitted for approval

Prompt...

☐ For an approver when an expense report is submitted

Display...

☐ Make the Single Day Itineraries page my default in the Travel Allowance wizard

4. Make sure you “Save.”

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Email Addresses

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## Expense Preferences

Save Cancel

Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

Send email when...

☒ The status of an expense report changes

☐ New company card transactions arrive

☒ Faxed receipts are successfully received

☒ An expense report is submitted for approval

5. You did it! Your changes have been saved.

Your Information

Personal Information

Company Information


Contact Information

Email Addresses

Emergency Contact

## Expense Preferences

Save Cancel

 Your changes have been saved.

## Deleting/Hiding DTS GTCC Transactions

1. Click "Available Expenses" on your Homepage

The screenshot shows the MyTravel homepage with three main sections: 'MY TRIPS (12)', 'MY TASKS', and 'Available Expenses'. The 'Available Expenses' link is highlighted with a red box. Below it, a list of transactions is shown, including 'Office Warehouse', 'Days Inn', 'Cafe Monte', and 'TDY Jacksonville'.

2. Check the boxes next to your DTS transactions and hit "Delete"

The screenshot shows the 'AVAILABLE EXPENSES' table with the 'Delete' button highlighted in a red box. The table has columns for Receipt, Payment Type, Expense Type, Vendor Details, Date, and Amount. The first row is selected, and the 'Delete' button is highlighted.

Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount
<input checked="" type="checkbox"/>	GTCC	Hotel/Lodging	Quality Inns West Memphis, Arkansas	05/29/2021	\$450.10
<input type="checkbox"/>	GTCC	Individual Meals Charged on GTCC	Cafe Monte Memphis, Tennessee	05/28/2021	\$45.76
<input checked="" type="checkbox"/>	GTCC	Undefined	Office Warehouse Memphis, Tennessee	05/28/2021	\$68.23
<input type="checkbox"/>	GTCC	Individual Meals Charged on GTCC	Cafe Monte Chula Vista, California	05/21/2021	\$45.76
<input checked="" type="checkbox"/>	GTCC	Hotel/Lodging	Holiday Inn Miami, Florida	04/29/2021	\$516.12

3. Click Delete and you're all set!

The screenshot shows the 'Confirm Delete' dialog box with a warning icon and the text 'The selected expense(s) will be permanently deleted.' The 'Delete' button is highlighted in a red box.

**OOPS!**

Accidentally deleted an expense and need to restore it?

Contact your Travel Manager.

## Meal Transactions on your Expense Report

1. Assign your meals to your expense report with all your official GTCC transactions.
2. The “Requested” amount of reimbursement is automatically set to \$0 for meals.

REQUEST  
Approved  
\$1,557.00

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
<input type="checkbox"/>		GTCC	Individual Meals Charged on GTCC	Cafe Monte Memphis, Tennessee	05/28/2021	\$45.76	\$0.00
<input type="checkbox"/>		GTCC	Hotel/Lodging Reservation	Sonesta Collection Memphis, Tennessee	05/28/2021	\$482.77	\$424.00 Allocated Itemized
<input type="checkbox"/>		Other Payment Method	M and IE Allowance	Memphis, Tennessee	05/28/2021	\$45.75	\$45.75 Allocated
<input type="checkbox"/>		Other Payment Method	M and IE Allowance	Memphis, Tennessee	05/27/2021	\$61.00	\$61.00 Allocated
<input type="checkbox"/>		Other Payment Method	M and IE Allowance	Memphis, Tennessee	05/26/2021	\$61.00	\$61.00 Allocated
<input type="checkbox"/>		Other Payment Method	M and IE Allowance	Memphis, Tennessee	05/25/2021	\$61.00	\$61.00 Allocated
<input type="checkbox"/>		Other Payment Method	M and IE Allowance	Memphis, Tennessee	05/24/2021	\$45.75	\$45.75 Allocated
						\$803.03	\$698.50

3. Click on “Report Details” dropdown, and then on “Report Header” to redirect funds to your GTCC. Enter the total amount charged for meals under “Redirect Funds to GTCC Account.”

Report Header  
TDY Memphis | \$698.50

Report Date  
11/02/2020

Trip Start Date  
MM/DD/YYYY

Trip End Date  
MM/DD/YYYY

Trip Purpose \*  
Mission (Operational)

C/E/O  
(C) C - Civilian

Rank/Grade  
AD-00

Branch of Service  
NA

Report Currency  
US, Dollar

Approval Status  
Not Submitted

Redirect Funds to GTCC Account \*  
0.00

Request ID

☐ This trip has a Foreign OCONUS segment

Comment

Cancel Save